



## Indoor Facility Request Form

Contact and Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Organization:

- ☐ **Individual** (Member of the public)  
☐ **Community/Business** (Schools, Government Agencies, Other County Departments)  
☐ **Partner** (Only those organizations contracted as partnered)  
☐ **Local Non-Profit** (James City County or Williamsburg and must provide proof of nonprofit status)

With the approval of the Director of Parks & Recreation, alcoholic beverages may be served and/or sold at Freedom Park. Applicants must obtain any necessary licenses or permits from the Virginia Alcoholic Beverage Control Board. Requests must be received by the Director with a minimum of fourteen (14) days before the date of use.

Do you want to serve or sell alcohol? ☐ Yes, I want to serve alcohol.  
☐ Yes, I want to sell alcohol.  
☐ No, I do not want to sell or serve alcohol.

Site Requested (JCCRC, FP, AFCC or VP): \_\_\_\_\_  
(James City County Recreation Center, Freedom Park, Abram Frink Jr. Community Center, Veterans Park (formerly Mid County Park))

Area Requested (meeting room, kitchen, gym): \_\_\_\_\_

Planned Activity: \_\_\_\_\_

Event Date: \_\_\_\_\_ Estimated Number of Attendees: \_\_\_\_\_

<input type="checkbox"/> <b>Mon.</b>	<input type="checkbox"/> <b>Tues.</b>	<input type="checkbox"/> <b>Wed.</b>	<input type="checkbox"/> <b>Thurs.</b>	<input type="checkbox"/> <b>Fri.</b>	<input type="checkbox"/> <b>Sat.</b>	<input type="checkbox"/> <b>Sun.</b>
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Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ (includes set up and take down time)

Set-up: \_\_\_\_\_

Equipment: \_\_\_\_\_

Rule Agreement: I have read the Indoor Facility Use Rules and understand that I have to abide by them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use:

Special Conditions: \_\_\_\_\_ Reservation No.: \_\_\_\_\_

Fee: \_\_\_\_\_ Staff: \_\_\_\_\_ Equipment: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved/Reason: \_\_\_\_\_

1. All persons must submit an Indoor Facility Request Form and payment must be made in full at the time the request is submitted.
2. Canceling of facility reservations must be received no less than 7 days before scheduled use in order for a refund to be processed. A 10% administrative fee will be assessed for cancellation.
3. All facility requests must be approved by the Facility Coordinator. Facility requests for after-hour activities will be based on staff availability and there is no guarantee that after-hour requests will be granted.
4. Participants must adhere to all posted rules and regulations at each facility.
5. A certificate of insurance and/or off-duty police officers may be required for some events.
6. Non-profit groups operating in James City County may be eligible for a free or discounted rate. Please contact the Facility Coordinator for details.
7. Renter may not have access to the room before the reservation start time, and must vacate the room by the reservation end time.
8. Approval is needed in advance to store materials at the facility before the reservation date.
9. Only self-adhesive flipchart paper and items hung using 3M damage-free command hooks or hanging strips are acceptable to hang items on the wall. User must remove all tape prior to leaving and will be responsible for any damage.
10. Posted room capacities may not be exceeded.
11. All trash must be placed in trash containers or removed before vacating premises.
12. Room rental does not entitle participants to free use of other areas in the facility or park.
13. Renter agrees to pay for all damages to property, trash pick-up and for any other charges that may be incurred as a direct result of their use.
14. James City County reserves the right to stop/prohibit use at any time if any of the above rules are violated.
15. Patron agrees to indemnify and hold harmless James City County, its agents and employees from any and all liability or damages resulting from use of the Indoor Facility.